

2-21-18

Judge Shaffer called the regular Gilliam County Court meeting to order at 10:00 a.m. The meeting was held at Gilliam County Courthouse in Condon, Oregon. Present were Judge Steve Shaffer, Commissioner Michael Weimar, Commissioner Leslie Wetherell and Mary Dyer, Recorder.

IN THE MATTER OF CHANGES TO THE AGENDA

Judge Shaffer noted no changes to the agenda.

IN THE MATTER OF PUBLIC COMMENT

Regarding the joint fiber project, Condon City Administrator Kathryn Greiner told the Court that the City would like to submit a proposal for project management and administration at the next Court meeting and recommended that Adam Haas, City Fiber Consultant, is qualified to serve as independent project manager. She said a complete proposal will be provided at the March 7 Court meeting.

IN THE MATTER OF CONDON CHILD CARE REQUEST FOR DISBURSEMENT

Condon Child Care Director Jennifer Bold was present, along with board members Teddy Fennern and Shannon Coppock. Bold presented an updated budget and expense report for the building project, noting that the Road Department has provided in-kind work of \$25,018.45. Bold explained that funding has fallen short, primarily because a large grant was expected but not received. However, she continues to seek funding via grants and fundraising projects. Bold asked the Court for distribution of earmarked funds.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve disbursement of \$150,000 to Condon Child Care earmarked for construction of the Early Learning Center. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF PIONEER CDC REQUEST FOR DISBURSEMENT

Pioneer CDC Executive Director Rob Turrie requested disbursement of grant funds of \$500,000 for the Gilliam County Attainable Housing Initiative.

Turrie, who heard rumors of an erroneous statement made by the Court at the Special Court Meeting of Feb 14, clarified the process for approval and payment of project funds. The Court confirmed that the statement was never made.

Turrie also told the Court that there has been considerable interest in the program, including requests for loan applications.

MOTION by Commissioner Wetherell, second by Commissioner Weimar, to approve Pioneer CDC's request for disbursement of \$500,000 for fiscal year 2017-18. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF OSTER PROFESSIONAL GROUP

The Court briefly discussed an Engagement Letter and Contract submitted by Oster Professional Group, CPAs, for auditing services. Commissioner Weimar noted that the amount, \$33,100, is less than last year's contract, but nobody had an explanation for the difference.

Commissioner Wetherell asked when the County will request bids for auditing services and Judge Shaffer agreed that the process should be completed regularly and is overdue. The Court agreed to address the issue in September or October.

MOTION by Commissioner Wetherell, second by Commissioner Weimar, to approve an Engagement Letter and Contract for Fiscal Year 2017-18 in the amount of \$33,100 for the audit and \$6,620 for preparation of the financial statements and Management's Discussion and Analysis. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried**

IN THE MATTER OF CONDON SCHOOL DISTRICT REQUEST FOR FUNDS

MOTION by Commissioner Wetherell, second by Commissioner Weimar, to approve disbursement of budgeted funds to Condon School District in the amount of \$50,000 for college programs and \$350,000 for operations. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried**

Commissioner Weimar noted that the County is providing funds because the State has failed to meet its obligations.

IN THE MATTER OF CONCRETE BATCH PLANT

Regarding lease of the Concrete Batch Plant at Shutler Industrial Park to Thompson Bros. Excavating, Inc., Judge Shaffer noted Thompson Bros. contacted him to let him know the eco block forms are not at Shutler Station Industrial Park. American Rock Products has some of the forms and will return them by the end of the week. Thompson Excavating is ready to go and will purchase blocks, if necessary.

MOTION by Commissioner Wetherell, second by Commissioner Weimar, to approve a lease agreement with Thompson Bros. Excavating for the concrete batch plant at Shutler Industrial Park. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried**

IN THE MATTER OF JAN. 17 REGULAR MEETING MINUTES

Corrections included removal of a redundant word and addition of "interest of 3%" to a motion regarding SWCD's request for funds.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve Jan 17 regular meeting minutes as corrected. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried**

IN THE MATTER OF JAN. 17 EXECUTIVE SESSION MINUTES

MOTION by Commissioner Wetherell, second by Commissioner Weimar, to approve Jan. 17 executive session minutes. Shaffer – Yes; Weimar – Yes; Wetherell – Yes;

Motion Carried

The Court discussed how minutes should be posted when corrections are made after the minutes have been placed on the County’s website. It was agreed that minutes will continue to be posted on the website as drafts to be replaced with the final version after all necessary corrections have been made. The Court also agreed with Commissioner Weimar’s comment that even though Court meetings are videotaped, the written form should continue to be available on the website for people who have difficulty hearing the recording.

IN THE MATTER OF JAN. 31 SPECIAL SESSION MINUTES

Approval of the Jan. 31 special session minutes were tabled.

IN THE MATTER OF FEB. 7 REGULAR COURT MEETING MINUTES

Approval of the Feb. 7 regular Court meeting minutes were tabled.

IN THE MATTER OF LOCAL GOVERNMENT PERSONNEL INSTITUTE

Judge Shaffer noticed that the LGPI Board of Directors voted to shut down operations, which will occur immediately or by June 30, depending on funding. LGPI Labor Relations Consultant Ruth Mattox will continue to work with the County until current projects are completed.

IN THE MATTER OF APPROVAL OF COUNTY JOB DESCRIPTIONS

The Court discussed County Job Descriptions drafted by LGPI. Commissioner Weimar questioned several of the job titles, specifically that several positions titled as “coordinators” don’t match the responsibilities outlined in the descriptions, including budgetary duties. Commissioner Wetherell asked if employees had opportunities to review the job descriptions, and Judge Shaffer said every employee under the Court’s auspices were given their job description to review and subsequently had 30 to 60 minutes scheduled time with him to discuss the draft document line by line.

Commissioner Wetherell asked if everybody agreed with the job descriptions and Judge Shaffer said all agreed with the descriptions, with the exception of one person, and that all had opportunities to suggest changes, which were granted. According to Judge Shaffer, Ruth Mattox explained that job duties within the description are more important than the titles.

Commissioner Wetherell asked when the salary survey will be completed and Judge Shaffer said Mattox is unable to complete the survey until the Court approves the job descriptions. He also noted that the job descriptions are living documents that once in place, can be adjusted as needed.

MOTION by Commissioner Weimar, second by Judge Shaffer, to approve job descriptions as discussed today, with further changes to come down the road. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried**

Community Development Coordinator Rachel Weinstein commented that job titles such as “coordinator” vs. “director” may not matter to LGPI, but they do make a difference in terms of employee morale.

IN THE MATTER OF COUNTY COURT STAFF TRANSITION

The Court discussed County Court staff transition with the impending resignation of Court Administrator Leanne Durfey. Judge Shaffer commented that Durfey has 22 years’ experience and that it would be too much to expect one person to do the job well. He asked Durfey for her thoughts and she expressed her concern that if the County Court Administrator is expected to do Human Resource and Risk Management duties in addition to the duties in the job description it could be setting an employee up for failure. Commissioner Wetherell suggested that the County Attorney should be requested to attend more meetings and provide assistance with risk management and certain other matters.

The Court discussed and agreed on the following:

- The new Court Administrator will start at the base salary on the schedule
- Agreed to ask Ruth Mattox of LGPI to draft posting based on the Court Administrator job description
- The three Court members will be the hiring committee
- Rather than recruiting internally will open it up and advertise the position
- Commissioner Wetherell said she isn’t yet ready to hire an HR/Risk Management person and the Court agreed. The possibility of hiring an assistant for the Court Administrator was also discussed but no decision was made.

Commissioner Wetherell asked how soon the notice can go out. Commissioner Weimar said the posting has to get done first. He suggested it could go out next week. Judge Shaffer said he will contact Ruth at LGPI and said next week is probably when it will be in the newspaper.

IN THE MATTER OF JUSTICE OF THE PEACE CLE REPORT

The Court received an accounting of hours of continuing legal education (CLE) obtained by Justice of the Peace Cris Patnode. Although a Justice of the Peace who isn’t a member of the Bar must achieve a minimum of 30 hours of educational programs every two calendar years, Patnode has completed 70.75 hours. The letter will be retained in the record of the Oregon Justices of the Peace Association.

The Court acknowledged that Patnode goes above and beyond the requirements of her duties.

IN THE MATTER OF AGREEMENTS WITH INLAND DEVELOPMENT

County Fiber Consultant Joe Franell was unable to attend today's meeting, but he informed the Court via email that he is still waiting for Inland Development's contract revisions. He thinks the documents will be ready by the March 7 Court meeting. He also noted that the City hopes to use the County's document when it is finalized, but the matter is on hold until revisions are provided by Inland.

IN THE MATTER OF GRAIN LAB APPRAISAL

The Court discussed EDA's request for a second appraisal of the Grain Lab. Dana Bratton of Bratton Appraisal notified the Court that he isn't interested in fulfilling EDA's request for an expanded appraisal that would include both Cost Approach and Income Approach.

The Court agreed that it won't be necessary to issue another Request for Proposals since responses to the initial RFP were received less than a year ago and all were under \$10,000. Commissioner Weimar said that the County shouldn't pay for another appraisal until EDA provides a guarantee that the appraisal will be accepted, and expressed concern that the second appraisal will be a waste of money given everything that has occurred with EDA thus far. Judge Shaffer said he will request that Senators Merkley and Wyden help the County gain assurances from EDA that the appraisal will be accepted.

IN THE MATTER OF CORRESPONDENCE

The Court acknowledged receipt of a Notice of Public Hearing issued by the Condon City Planning Commission regarding proposed demolition of the historic warehouse building behind the library in Condon. Kathryn Greiner reported that no public comments were offered at the Hearing, held Feb. 20.

IN THE MATTER OF REQUEST FOR GRANT REQUEST SUBMITTAL

Community Development Coordinator Rachel Weinstein asked the Court to approve submission of a grant application for funds in the amount of \$12,000 from the Oregon Wine Country License Plates grant program. Funds will be used to provide a consultant to assist with development of the Taste of Oregon event at Cottonwood Park.

MOTION by Judge Shaffer, second by Commissioner Weimar, to approve a grant application in the amount of \$12,000 with a \$1,000 match to be taken out of the County's Grant Match line item. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried**

IN THE MATTER OF COURT MEMBER REPORTS

Commissioner Wetherell:

- attended a meeting of North Central Public Health District, at which Sherman County Commissioner Tom McCoy suggested a decrease in the County's contribution from 19% to 17.5%.

Judge Shaffer:

- attended a NORCOR meeting at which budgetary matters and housing of ICE prisoners were discussed. Judge Shaffer said he isn't sure it's a good idea for a regional jail to house ICE prisoners, but more information is needed. He also said he is convinced that all ICE detainees have criminal records.
- attended Rep. Greg Walden's recent Town Hall meeting in Condon, at which gun control, mental health and the opioid epidemic were discussed.
- plans to attend a Town Hall informational meeting in Arlington tomorrow regarding Phase 2 of the Montague Wind Project. Commissioner Wetherell indicated she will also attend.

Commissioner Weimar:

- said that he spoke to the County's auditor, and that it may be time for the Court to consider financial statements.
- Discussed the matter of long-term funding of maintenance and preservation of County roads. He commented that SIP funds and host fees won't be here forever and should be considered windfalls that should be used to maintain roads into the future.

IN THE MATTER OF THE NEXT COURT MEETING

The next regular Gilliam County Court meeting will be held Wednesday, March 7, 2018, beginning at 10:00 a.m. at the Courthouse in Condon.

It appearing to the Court that there was no further business to be conducted at this time and no additional matters to be considered, Judge Shaffer adjourned the meeting at 2:15 p.m.

GILLIAM COUNTY COURT

By _____
Steve Shaffer, Judge

By _____
Michael Weimar, Commissioner

By _____
Leslie Wetherell, Commissioner

Mary H. Dyer/Recorder _____